State of Wyoming

Matthew H. Mead
Governor

Robert S. von Wolffradt
Chief Information Officer

Office of the Chief Information Officer

DATE: April 25, 2011

TO: All State Agencies

FROM: Bob von Wolffradt, CIO

SUBJECT: 2013-2014 Biennium Information Technology (IT) Budget

We appreciate your support as we prepare the 2013-2014 Biennium IT Budget. Statewide agency participation is vital to the success of the Information Technology (IT) enterprise budget request.

Business Cases and IT Request Forms will be accepted by the Office of the Chief Information Officer (OCIO) – in electronic format (Word, Excel, or Adobe .pdf only) – **until the close of business on Tuesday, July 5, 2011**, for consideration in the 2013-2014 Budget.

IT Budget Requests:

➢ Any combination of hardware/software/professional services/maintenance, relating to IT, telecommunication, and/or video, over $200,000 requires a Business Case. A Business Case typically requires additional time for preparation. We recommend you start at least 3 weeks prior to the deadline.
   o   http://www.wyoming.gov/loc/04222011_1/docs/Pages/Handbooks.aspx

➢ For hardware/software/professional services/maintenance, relating to IT, telecommunication, and/or video, under $200,000 requires an IT Request Form.
   o   http://www.wyoming.gov/loc/04222011_1/docs/Pages/Forms.aspx

➢ IT staff position requests, FTEs or AWECs, require an IT Request Form.
   o   http://www.wyoming.gov/loc/04222011_1/docs/Pages/Forms.aspx

Please contact the OCIO at 777-5492 or cio@wyo.gov if you have questions about which process is appropriate for your budget request.

The Business Cases and IT Request Forms need to be sent to ocio@wyo.gov.

If in doubt as to what should or should not be submitted for review, please call the OCIO @ 777-5492 or email ocio@wyo.gov.

Office of the Chief Information Officer (OCIO)
IT Budget Submission Guidelines

2013-2014 Biennium

All Business Cases and IT Budget Requests will be accepted by OCIO until the close of business on Tuesday, July 5, 2011.

In preparing for the upcoming 2013-14 Biennium exception budget request(s) for IT investments, agencies need to determine the funds required to purchase hardware, software, professional services and/or maintenance for the next biennium. **Regardless of the cost(s)**, if an agency intends to submit an exception budget request for **any** for hardware/software/professional services/maintenance, relating to IT, telecommunication, and/or video, under $200,000, an IT Request Form for the requested item must be completed and submitted to the OCIO by the close of business on Tuesday, July 5, 2011.

Hardware and/or Software:

1) Fill out an IT Request Form http://www.wyoming.gov/loc/04222011_1/docs/Pages/Forms.aspx

   (Please take care in preparing the IT Request Form. Our office depends on the Agency to provide accurate and complete information on the form. If the form is incomplete or filled out incorrectly, our office will return the form to the Agency, requesting the appropriate corrections are made. The Agency will need to return the completed/corrected form to our office before the IT budget request is processed for recommendation).

   a. Be sure to indicate if the hardware is a replacement or software upgrade – provide original OCIO purchase number, if available.
   b. Indicate in the form's justification field when the original hardware/software was purchased and its make, model, and/or version.
   c. Hardware and/or software types need to be clearly identified, with the quantity, unit cost, total cost, vendor name, make, model, and/or version.
      i. A separate IT Request Form is required for all like items (by Agency/ Division/Unit) according to category (e.g. PCs, laptops, keyboards, or software licenses).
   d. The IT Request Form allows for multiple budget strings on the same form. If the same hardware/software will be acquired through multiple funding sources, the Agency may complete one form but include the multiple budget strings for that particular hardware/software.
      i. Our office relies on the Agency to include the budget string (FY-Agy-Div-Unit-Fund-Appr-Obj) in which the Agency will reflected the request in its 2013-14 Biennium budget.
      ii. The budget string shown on the IT Request Form follows the Budget Office's Budget Book standards.

2) Attach a current quote (30 days old or less) for the cost of the item requested.
   a. Group quotes are acceptable, but include a copy of the quote for each budget request that the quotes pertain to.
3) When submitting budget requests to our office for review and recommendation, we ask the Agency not to submit multiple requests in one email, as this makes it difficult to determine which requests and quotes belong together.
   a. This will reduce any delays in processing the Agency's budget requests and will help to prevent mistakes or errors from occurring.

Maintenance and Ongoing Support:

1) An IT Request form is required for all IT related maintenance and support services being requested in the 2013-14 exception budget request.
   a. Please follow the above instruction in filling out the IT Request Form.
2) Attach a current quote (30 days old or less) for the cost of the maintenance and support requested for the duration of the biennium.
3) Please provide any additional documentation that will help to support the request.

IT FTE or AWEC Positions:

1) When requesting a new IT FTE or AWEC position that is outside of or within a business case or repurposing an existing position to an IT position, the agency is required to submit an IT Request Form to our office.
   a. A recommendation to the Governor concerning the inclusion of the position in an Agency budget will be made by the CIO.
      i. Please ensure that all relevant fields in the IT Request Form are filled in.
2) Fill out the required Human Resource (HR) paperwork and submit with the IT FTE or AWEC budget request, including the HR assigned temporary "L" position number.
3) Please provide any additional documentation that will help to support the request.

Business Cases:

1) A Business Case is required for:
   a. Any combination of hardware/software/professional services/maintenance, relating to IT, telecommunication, and/or video, over $200,000.
   b. Any project that affects more than one agency – regardless of cost.
   c. At the request of the Governor and/or CIO – regardless of cost.
2) Do not submit separate IT budget requests for items included in a business case, as these will result in the duplication of budget requests.
3) Please refer to the Business Case Handbook for further instruction.
   http://www.wyoming.gov/loc/04222011_1/docs/Pages/Handbooks.aspx

For IT hardware (e.g. switches, routers, telephone lines and/or systems), please work with your ITD representative to obtain accurate quotes for these items.

Our office will provide a copy of all IT budget requests with the CIO's recommendations to the Budget Office.

Other recommendations and suggestions:

- Consolidate desktop printers into a more cost effective network printer, when possible.
- For those who require a desktop computer and a laptop, we ask that you consider a laptop with a docking station in lieu of both.

For any questions regarding the above, please contact us at 777-5492 or ocio@wyo.gov .